**SEARCH FIRM AGREEMENT (LOCAL HIRING)**

This agreement is made on 30th November 2016 between **\_\_\_\_\_Orient Cargo\_\_\_\_\_\_\_\_\_\_.** Hereinafter called “**The Client”** and **VR Hiring (Pvt.) Ltd.**, hereinafter called **“Search Firm”.**

1. These Terms and Conditions apply in relation to the provision of

a) Permanent employees and

b) Temporary employees, Freelancers and Contractors;

1. Whereas The Client agrees to outsource their recruitment needs to Search Firm.
2. Whenever a Client desires to engage Search Firm to carry out executive search, he/she shall communicate in writing pertinent details which includes Job Description, expected candidates’ profile, compensation package and time frame for completing the assignment.
3. Search Firm’s work normally includes, but, is not limited to the following:
   1. Conduct an Initial Needs Assessment with Client to formulate criteria for candidate selection, corporate background, position salary, and location specifics.
   2. Identification of potential candidates through resume database review, networking calls, direct contacts with competitors, receipt of resumes through email, advertising and lead development.
   3. Candidate screening through resume reviews, telephone interviews and direct in-person interviews.
   4. Coordination of candidate interviews with Client, both by telephone and in person.
   5. Verification of candidate references, when requested by Client.
   6. Assistance with the coordination and acceptance of job offers.
4. Search Firm will provide screened and interviewed resumes directly to the hiring authority identified within Client’s organization. It is understood that Client will not disclose or share any names or information which would identify candidates or cause candidates to be referred to any third parties.



1. Search Firm shall be responsible for accurately and fully disclosing all relevant information concerning candidates to client and for accurately transmitting information provided by client concerning listed positions to candidates. The confidentiality would however be maintained both at the client and the candidate’s end.
2. The Client is required to maintain complete confidentiality of candidate(s) information presented by Search Firm. This may be made possible by restricting the resume to the position of immediate supervision and decision.
3. Search Firm will not charge any advance amount to initiate the project. After the candidate(s) presented is/are offered employment by the Client, Search Firm will bill the client and the client shall make payment immediately but not later than Seven **(7)** days from the day/date of the invoice is received by the Client organization.
4. Search Firm Recruitment fees are:
   1. 100% of candidate’s one month gross salary
5. Search Firm is entitled to payment for services rendered only if The Client recruits the candidate referred by Search Firm. In the event of a referral to client of a candidate who is already known to client, The Client will promptly notify Search Firm within first **48** hours after submission of the profile that such referral is not a qualified referral.
6. Should the engagement of any Candidate terminate up to twelve **(12)** weeks from the date of engagement (including notice period), Search Firm will endeavor to seek one time replacement Candidate at no extra cost to Client provided that:

a) The first Candidate leaves of his/her own volition and not due to any restructuring or redundancy measures; and

b) Our invoice has been settled within Seven **(7)** days of the invoice date;

c) This guarantee only applies to the first Candidates’ engagement, not to that of any subsequent replacements.

1. The Client agree to notify Search Firm and provide us with agreed remuneration details as soon as possible when any person we introduce to Client is employed or engaged by Client or a third party.
2. Candidates are introduced to Client on the explicit understanding that if an offer is made within twelve months of the initial referral, Search Firm is to be informed by Client and all applicable fees as set out in paragraph **10** will become due payable to from Client to Search Firm.

1. Professional charges are billed at the rate of total agreed one month gross salary (Basic + HRA + Utilities, etc.) offered to the selected candidate / offered employment by the Client organization.
2. This agreement may be terminated at any time by either party with written notice. However, this agreement will continue to be binding beyond termination if a referred candidate supplied by Search Firm is subsequently hired within one (1) year of the date of termination notice or two (2) year of initial referral date, whichever occurs first.
3. All payments must be made in favor of **VR Hiring (Pvt.) Ltd**.

**This agreement is valid from the date of signature for the following twelve months.**

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| Signed by  (Client) | **Orient Cargo** | Signed by  (Search Firm) | **VR Hiring**  **(Pvt.) Ltd.** |  |  |  |
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| Date |  | Date | 30/11/2016 |  |  |  |
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